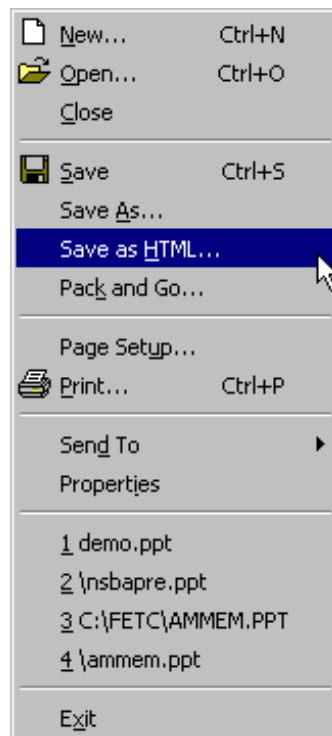


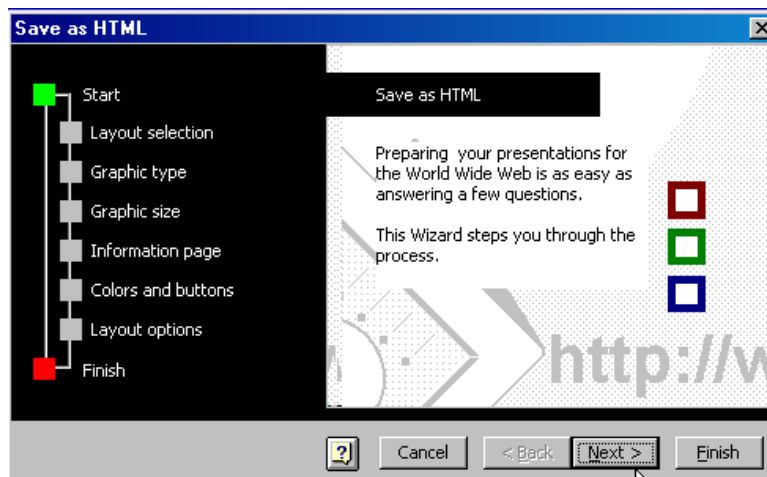


It is easy to convert your PowerPoint slide show to HTML for posting on the Web. Since your slides are converted to graphic files, linked items are lost. This means you cannot listen to sound recordings or view movies unless you are navigating in the text version of your slide show. However, if you know HTML, you can add links to your files later. You can also create a slide show file for others to download.

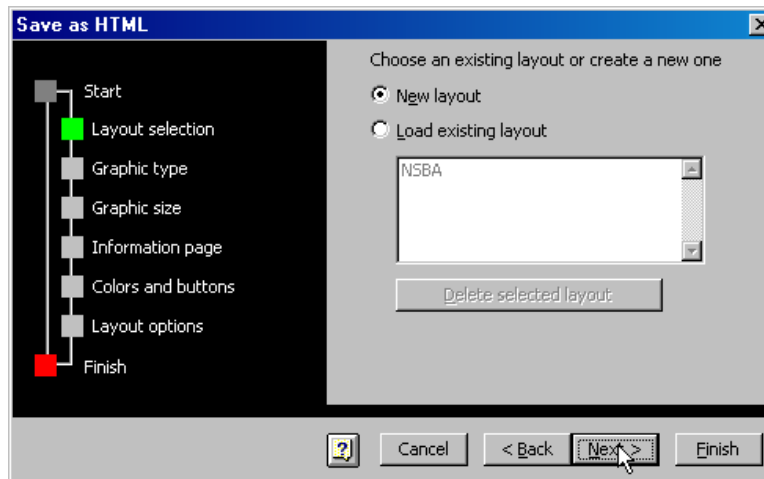
1. Select **Save as HTML** from the **File** menu.



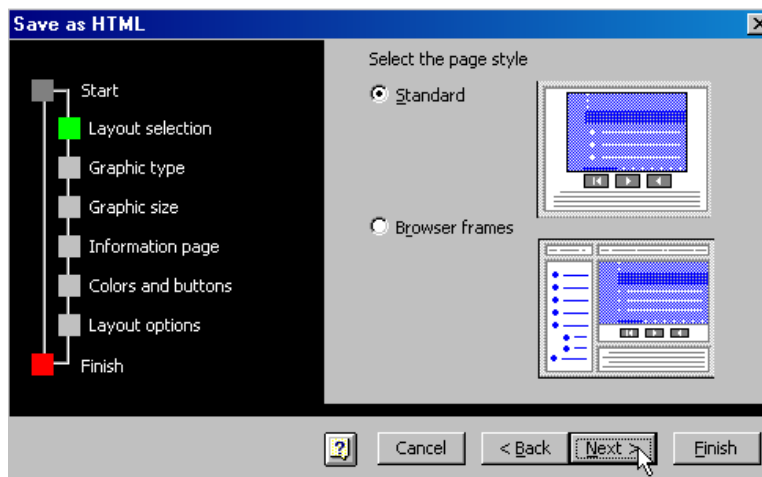
2. The Save As HTML wizard will start. Click **Next**.



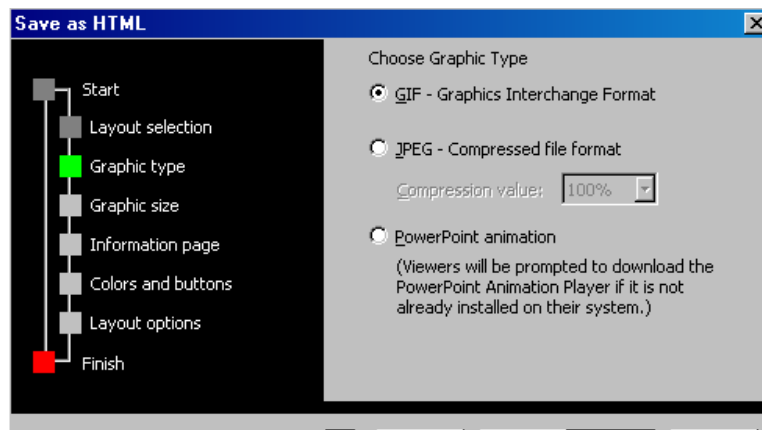
3. Select **New Layout**. Click **Next**.



4. Select **Standard** page style. Click **Next**.



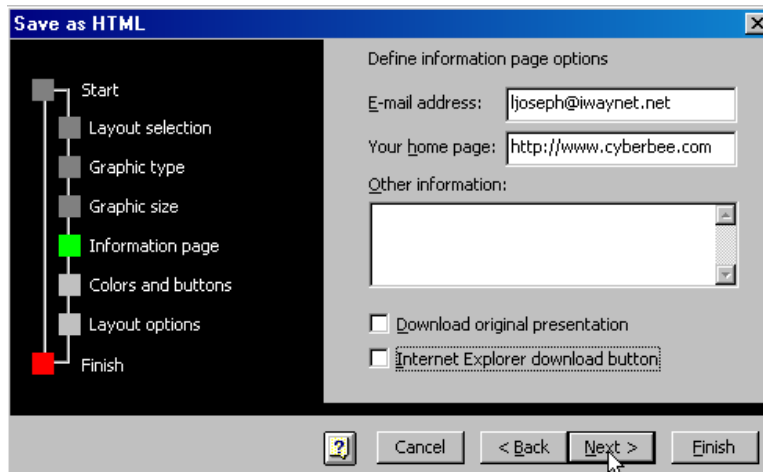
5. Choose **GIF** for the graphic file. Click **Next**.



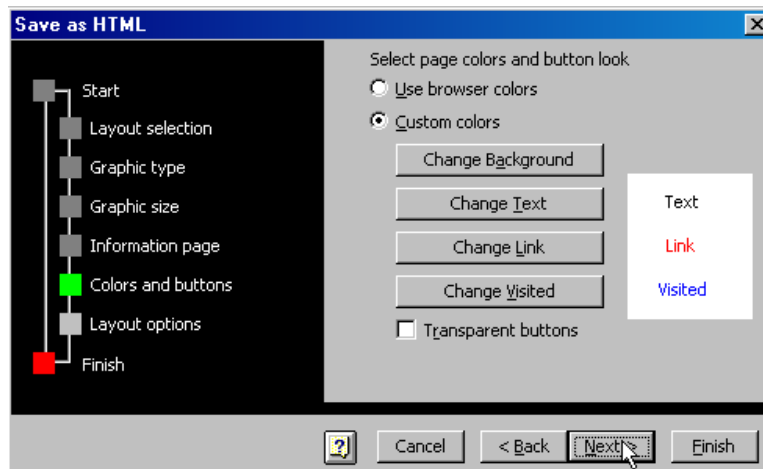
6. Choose the graphic resolution and the width of the graphics for the screen. **800x600** is a fairly safe choice for the monitor resolution. If you make the screen width too large the viewer must scroll. If you make it too small the resolution of the image decreases. **3/4"** is a compromise. Click **Next**



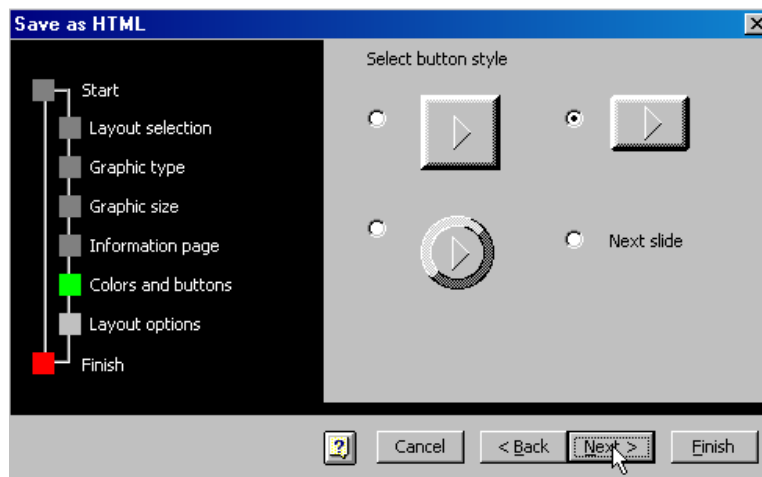
7. The information that you supply in this step will be included on the index page (main Web page) of your presentation. You can also choose to have your original file available for downloading. Click **Next**.



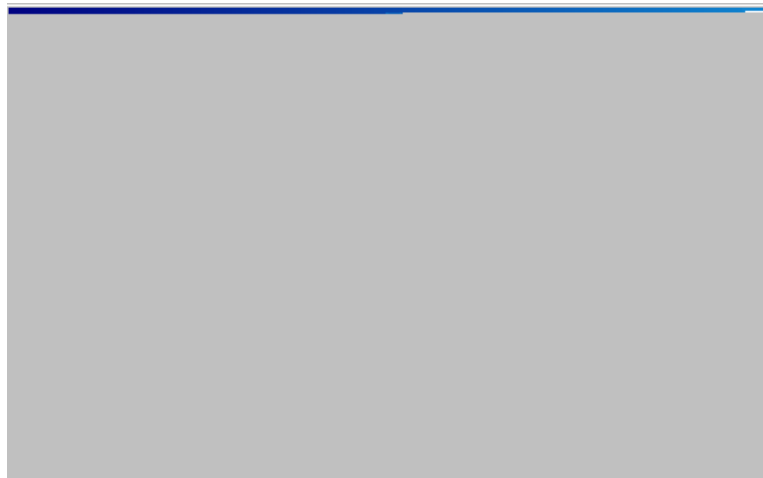
8. Choose the colors you would like for the background and links. Think about the colors you used in your slide show. Click **Next**.



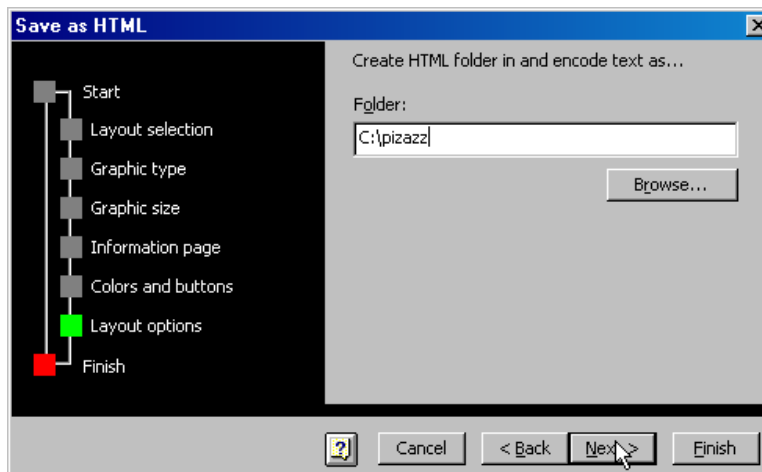
8. Select your navigation button. Click **Next**.



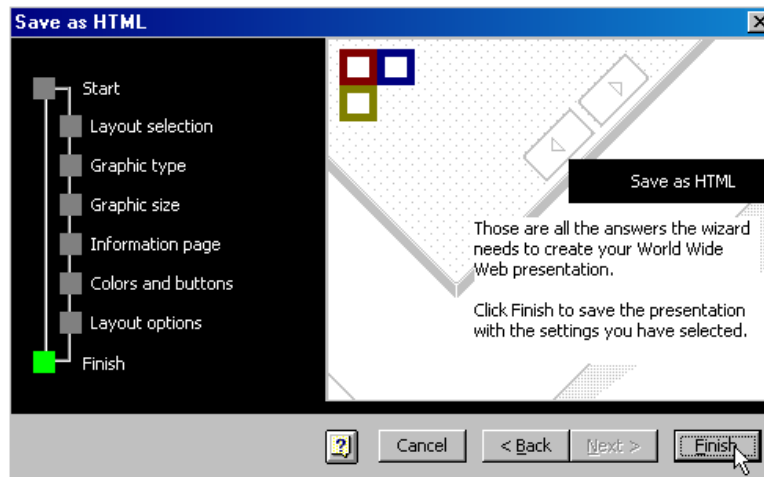
9. Select the location of the navigation buttons. Click **Next**.



10. Select the folder for saving your files. Click **Next**.



11. Click on **Finish**.



12. If you want to save the settings you created for the slide show, type a name in the box. Click **Save**.



Viewing the Web Files

Start your browser. Select **Open** from the **File** menu and open the index.htm file. Your index page will look similar to the one below. The subsequent pages will appear as a series of screen shots with navigation buttons.

